THE BRIT SCHOOL

**Job Description**

Title: **Deputy SENCO 0.8**

Reporting to:  **Head of AEN & SENCO**

Staffing Responsibilities: **SEN Team shared with the SENCO**

Salary: **MPS Outer London, TLR 2:2**

**……………………………………………………………………………………………………**

**Purpose of Job:**

* To promote the progress of AEN students by facilitating equal opportunities to learn and develop, through learning support.
* To support the SENCO in managing the work of the department, and to deputise in their absence
* Work with the SENCO to ensure inclusive teaching and learning across both Key Stages and support teachers in raising standards of achievement for students with AEN
* To assist in the coordinating of Access Arrangements and other assessments

………………………………………………………………………………………………………

Responsibilities:

Teaching & learning:

* To assist in setting up and delivering intervention programmes for designated students
* To plan, monitor, assess students and have excellent class management
* To assist teachers in differentiation strategies that support the learning of students
* To liaise with departments, SENCO and CPD co-ordinator to identify training needs of teaching staff with regard to supporting students with SEN; to provide guidance and training to departments, in person, as appropriate, and/or to ensure the expertise of the SEN department is available as a resource for teaching staff.
* To support the development of appropriate curriculums for students with SEN and work in conjunction with the SENCO and teaching staff to ensure continuous appropriate provision
* To keep up to date with National Developments, teaching practice and methodology
* To act as a positive role model
* To liaise with relevant external organisations and outside agencies as necessary
* To deputise for the SENCO in their absence

Recording and Assessments:

* To co-ordinate and prepare access arrangements for internal and external examinations, liaising with the examinations officer and HoDs as necessary
* To lead on the identification of needs and testing of new students
* To be involved in the planning to meet the needs of students with EHCPs and monitoring of the application of their plan and their progress.
* To be involved in arranging and delivering appropriate management or administrative procedures in the SEN department, such as the collation of information for reviews and appeals.
* Update pupil records as appropriate and assist the SENCO with more complex paperwork as and when necessary
* As Keyworker lead on designated annual reviews and other meetings with parents and relevant LA
* Assist the SENCO in setting up systems for Assess, Plan, Do, Review
* Keep up to date records of interventions and diagnostic analysis with the support of the SENCO and to assist the SENCO in ensuring SEN data is regularly updated and ensure the SEN register is up to date and disseminating information to staff
* To collate SEND statistical returns as requested

Efficient and Effective Deployment of Resources:

* To help identify appropriate resources and ensure that they are used efficiently, effectively and safely with impact measured and evaluated.
* To support the SENCO in identifying resource needs
* Willingness to work with others to ensure that there is a safe working and learning environment in which risks are properly assessed

Other Professional Requirements:

* To attend and lead LSA meetings as directed by the SENCO
* To continue personal development in relevant areas including subject knowledge and teaching methods
* To manage a proportion of the SEN team and engage actively in the School’s Performance Review process
* To attend and contribute to meetings called in accordance with the meeting schedule of the school
* To work occasional evenings during open days and whole school events for which time off in lieu will be given.
* To work as a member of a team and to contribute positively to effective working relations within the school
* To help implement, and adhere to the school’s quality procedures
* To exercise a commitment to the school’s mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ well being
* To undertake any other duties or one-off talks at the reasonable request of the Principal/SLT/Line Manager.

**PERSON SPECIFICATION**

**Deputy SENCO 0.8**

**Education & Training**

* Qualified Teachers Status
* SEN Qualification
* Proven ability and knowledge in Learning Support or similar role. (Essential)

**Experience**

* Proven ability or interest in Arts Education.
* Excellent IT key skills.
* Proven ability in the management of staff
* Understanding of the importance of discretion and confidentiality within the context of students safeguarding and welfare
* Proven ability in organising and implementing access arrangements
* Ability to analyse, interpret and collate information about students in order to write effective reports
* Ability to analyse, interpret and collate information about students in order to write effective reports.
* Proven ability in working with AEN students in an education environment.
* Proven ability in coaching peers on new information required for the department.

**Knowledge, Skills and Qualities**

* An understanding of and empathy with students with additional learning needs.
* Excellent numeracy and literacy skills and organisational skills.
* Ability to liaise, interpret and collate information about students in order to write effective reports.
* Ability to analyse, interpret and collate information about students in order to write effective reports.
* Understanding of the importance of discretion and confidentiality within the context of students’ safeguarding and welfare.
* Willingness and capacity to undertake IT and other training to support the needs of students.

**Personal Qualities**

* Ability to liaise and communicate effectively with students, parents/carers, colleagues.
* Willingness and capacity to undertake relevant training to support the needs of students
* Ability to work well in a team.
* Excellent communicator to peers and managers.
* A commitment to the School’s mission, ethos and equal opportunities policy.